

PTC Meeting

September 2023

09/14/23 1:30 PM

- Call meeting to order and complete 2022/2023 school year recap
 - Attendance:
 - Dr. Bill McGahee – Principal **Present**
 - Aundrea Henderson – President **Present**
 - Darlene Bittner – Vice President **Not Present**
 - Sarabeth Pritchard – Secretary **Present**
 - Elizabeth Munto – Treasurer **Present**
 - PTC Members at Large
 - Janelle Biemel, **Present**
 - Jessica Johnson Poole **Present**
 - Whitney Gillette **Present**
 - Teacher Liaison – Ms. Lana Lamb **Present VIRTUALLY**
- Principal's Update
 - Continuous school improvement
 - School safety, student achievement, and school climate
 - Goals:
 - He wants everyone to like being here every day.
 - Established effective routines and students are thriving.
 - Kindergarten orientation was successful
 - Open house was successful
 - October 12th – the keystone classroom initiative
 - Mr. Balaski applied and the school qualified.
 - Grade K-2 guest readers will be related to PA history.
 - Grade 3-4 assembly will be historical reenactment.
 - Expecting about 40 visitors in the building for the day
 - Next week is homecoming/homecoming week and students will get to participate in special dress days.
 - Attempting to update guidelines on food donations, contributions, etc.
 - Look at criteria including parental permission. Allergies, and meeting criteria set forth by Principal and consider all options.
 - PTC requested list for allowed snacks for parties and a discussion will be held.
- Teachers' update
 - Scholastic News Request
 - Teachers requesting to have scholastic news articles to use as needed for their classrooms – asking PTC to purchase – no discounts available for teachers or school. \$5.99 per child, \$2,312.14 for the whole year for every student and throwing in the free science spin magazine? Magazine would be 1x a month and would be a digital component, too.
 - PTC will determine if this comes from curriculum and if not and if we can we afford it into our current budget.
 - Wish Lists through Amazon

- 7 wish lists provided to Lana and one for PBIS – will be sent to Sarabeth once she returns to school.
 - Turkey Trot
 - Admin has some procedures to be followed with fundraisers for school. Must benefit local community to participate in it. Unsure if turkey trot benefits local community. They would like to consider an event that benefits their local food bank as opposed to doing the turkey trot. More discussion to be held at a later time.
 - Red Ribbon Week
 - Mr. Christian would like PTC to sponsor the week by purchasing pencils, ribbons, approx. \$300.
 - \$1 per kid for red ribbon week will be considered
 - Magazines available to review options with Mr. Christian
- Financial Update
 - 2023/2024 school year budget projections – work in progress
 - Treasurer reported that PTC needs help from Mrs. Huzzard and Mrs. Vennero regarding their info regarding the last 2 years & requested principal's assistance.
 - Open House Profit: \$796.82
Face Painting Kit initial estimate \$385.21
 - Treasurer offered to come in and have meetings with the teachers to go over bookkeeping.
 - New bank account options
 - PTC was getting charged a variety of fees and Treasurer is currently working on eliminating as many as possible
 - Treasurer held discussion about transitioning accounts for better cash percentage earning between checking and savings accounts.
 - Treasure discussed Credit card options
 - Makes it 1.5% cash back
 - Credit card options for users such as PTC,
 - Concerns were discussed with purchases and card assignments
 - Will discuss credit cards further and how it would look in upcoming meetings
 - Savings account options
 - Portable Card Reader Options
 - Looking at Clover & Helicum – pros and cons for both.
 - Board and attendees held discussion about both listed above and Square options
 - Motion made by Secretary to purchase card reader of treasurer's choosing
 - Motion passed
- Old Business
 - No discussion held regarding this topic
- New Business
 - Communication changes for PTC – new email addresses
 - Canceled website and purchased google workspace
 - New emails are to be established
 - president@brookspc.org

- treasurer@brooksptc.org
 - yearbook@brooksptc.org
 - Other emails to be created
 - Email sent from Debbie with updates on new communication emails and methods to be sent to all families
 - Portable Airbrush Face Paint Kit
 - Order 385.21 pre-tax. 2 compressors, multiple brushes, stencils, etc.
 - PTC Banner
 - To be ordered
 - Homeroom Parent Assignments
 - Discussion held regarding selections to be made by PTC or Faculty.
 - Discussion held and determined that PTC will proceed with the new method regarding HR Parents:
 - 1.) Volunteers will be selected.
 - 2.) List of selections will be sent to principal.
 - 3.) Principal will send out to faculty for confirmation of their selection,
 - 4.) Principal will relay how to proceed.
 - 5.) Social Chair will outreach to volunteers with information/expectations for Home Room Parent Role.
- PBIS
 - Mrs. Currie and Mrs. Fatica – both present for meeting
 - 2023/2024 school year plans
 - KICK OFF on 9/15/23 with glow party. 1 glow stick provided per student for free, additional glowsticks can be purchased for \$1 per glowstick on site.
 - Current lights do not light the entire gym and want to expand the lights available over the year. We encourage the kids to wear white, they get 30 minutes of glow dance time, and is a big kick off for the beginning of the PBIS program for the year.
 - Two locations dedicated for behavior expectations.
 - PBIS Faculty looking for rewards, fidgets, trinkets, for top earners or tiger token earners.
 - Brooks Bucks program being utilized still – be kind, be safe, own your actions
 - Teachers are given the brooks bucks to give out to anyone in the building, not just their students.
 - For every 10 Brooks Bucks one will be pulled randomly and tokens are given at random for every 10.
 - Different plans are completed as they “reach” certain levels and encourage goal achievement by the students
 - Faster rewards show increase in more positive behavior
 - Welcome to hear ideas regarding programs etc. open to items such as free coupons, bookmarks, etc.
 - Discussion held to have meeting with Mrs. Currie and Mrs. Fatica to review fundraisers.
 - PBIS School-Wide Reward Wish List
 - Items on amazon and oriental trading are preferred. Wishlist was submitted by Kelsey Fatica.
- Fundraisers & Events

- Calendar of events for 2023/2024
 - PTC will plan and make dates and schedule with principal to confirm accordingly.
 - Will finalize calendar of events before issued and distributed.
- Homecoming Carnival 9/21/23
 - PTC will have a booth at the carnival
- Spirit Wear Fundraiser (Fall '23)
 - Fundraiser details should be sent out today and will close 9/29/23. Parents can purchase moon gear and support PTC.
 - Payments sent directly to Jen and she will issue a check to PTC for earnings
 - \$5 earned per item for PTC
 - Will hold this fundraiser twice a year
- The Pie Shoppe Fundraiser
 - Begins 10/10/23 and orders are due 10/25/23
 - Pick up scheduled for 11/7/23 at JH Brooks Inside (previously arranged)
- Field Trips
 - Field trip for Life Skills planned – details to come
- Fall Fest
 - Date to be provided at later time – will meet with principal to confirm.
- Special Dress Days Calendar
 - Spirit wear days will be determined as needed – there will not be a calendar/schedule provided for 2023/2024 year.
- Brooks Spirit Shirts
 - President got the list from Debbie and order will be completed
- Announcements/Open Floor
 - Adjournment
 - Whitney motioned and Janelle seconded to adjourn the meeting.